

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, October 13, 2014

CALL TO ORDER: Following due call and notice thereof, Mayor Burns called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Bob Burns, Council Members: DeWayne Schroeder, Bob Lemke, Randi Vick and Paul Fisch. City Staff Present: Administrative Coordinator Mike Gerardy, City Clerk/Administrator Ted Schoonover. Guests: Michael Kruckow and Joe Boone.

AGENDA: Motion by Member Lemke, second by Member Vick to approve the agenda as amended. All voted in favor and the motion was declared carried.

CONSENT AGENDA APPROVAL: Motion by Member Fisch, second by Member Vick to approve the consent agenda, which consisted of the corrected regular meeting minutes from September 22, 2014 Regular meeting. All members present voted in favor and the motion was declared carried.

VISITORS AND COMMUNICATIONS: The Mayor presented the council with an invitation to the annual Sno-Gophers banquet on Saturday, October 18, 2014 at Ma-Cal Golf Course.

ADMINISTRATIVE COORDINATOR: Gerardy informed the council that a public hearing will need to be set to amend the Code of Ordinances as it pertains to the A.B.L.E. proposal for a new facility. He recommends that we set it for November 10, 2014 at 6:10 p.m. Motion by Mayor Burns, second by Member Vick to set the hearing for the date and time stated. All members present voted in favor and the motion was declared carried.

Gerardy brought back the tree inventory proposal and stated that we have approximately 700 trees in the Boulevard and the cost would be around \$2,500.00 for the survey. He asked if it's worth it as we currently monitor the trees and if we see one that is suspect we bring in the State Arborist and have her look at them. It was the consensus of the council to increase the line item in the budget for diseased trees to take care of any additional EAB trees or other ones that we have to take out. No action taken.

Gerardy brought to the council a quote for new doors at the Liquor Store. It would be a cost of \$1,804.00 per door. The current doors are in very poor shape and have served their purpose. Motion by Member Schroeder, second by Member Lemke to approve the purchase of two new front doors for the Liquor Store. All members present voted in favor and the motion was declared carried.

Gerardy stated he had hoped to have at least two quotes for the City Hall windows but to date has only one. He would like to hold off and wait for some additional quotes to ensure we can compare apples to apples. No action taken.

Gerardy stated he received two bids for the City Hall roof project. Interstate Roofing Inc. submitted a bid in the amount of \$43,575.00 and WHV Inc. submitted a bid in the amount of \$54,979.00. Motion by Mayor Burns, second by Member Vick to approve the low bid of Interstate Roofing Inc if they meet all the specifications and qualifications. All members present voted in favor and the motion was declared carried.

Gerardy and Schoonover stated that they were approached by a business owner who is interested in purchasing a property located in an R-1 district and would like to construct a parking lot for their employees. The parcel sits on the edge of the B-2 district and could be easily annexed into the R-2 district with spot zoning if the council would consider that. The consensus of the council was that they would rather re-zone and receive the property taxes and the commercial rate versus the residential rate. Gerardy and Schoonover will start on the process of rezoning that parcel. No action taken.

Gerardy then presented the council with an item that is on an auction site for the ball fields. It is a sand rake and would be used to replace the current larger and inefficient John Deere that could be sold to offset the purchase price. Motion by Member Schroeder, second by Member Vick to allow the purchase as long as it did not exceed a total expenditure of \$2,500.00. Roll call of votes. Yes: Members Schroeder, Vick and Lemke. No: Mayor Burns, and Member Fisch. Motion was declared carried.

Gerardy presented the council with a proposal to conduct an inspection on the water towers. This proposal is from the same company that we have an agreement with to oversee the Verizon modifications on tower 2 and would be in addition to that agreement. He also has another company that is \$1,200.00 lower. Discussion ensued. Motion by Mayor Burns, second by Member Schroeder to hire KLM Engineering to perform the inspections and ensure that the towers are not left empty for extended periods of time as they are here anyway performing in another capacity. Roll call of votes: Yes: Mayor Burns, Members Schroeder, Fisch and Lemke. No: Member Vick. Motion was declared carried.

Resident Joe Boone was present and was concerned about the trees that were removed for the walking pathway and that the results are increased noise in the area there. He wanted to know if the council or city has any plans on addressing that issue in the future. Mr. Boone was informed that the trees removed were planted in the Right-of-Way and technically should have never been planted there and the state can remove them as they see fit. But with that said the city will look at the situation and consider our options.

NEW BUSINESS: Schoonover mentioned that in the Resolution the council approved for the Special Election the polling hours stated in that document only allowed the polls to be open for 3 hours (5:00 p.m. – 8:00 p.m.) he feels that the city should open the polls at our normal time and operate it as a normal election so as to not interfere or hamper anybody's ability to vote. Motion by Mayor Burns, second by Member Vick to set the polling hours at 7:00 a.m. – 8:00 p.m. All members present voted in favor and the motion was declared carried.

Schoonover stated that he and Accountant Mann have been working with Davy Engineering and came to the conclusion that a water rate study is well over due as the last one was over 10 years ago. Mr. Davy has estimated that he can do a study for somewhere around \$2,500-\$4,000.00. Motion by Member Fisch, second by Member Vick to approve the study and not to exceed \$4,000.00. All members present voted in favor and the motion was declared carried.

Schoonover stated that the Accounts Payable Clerk would like permission to attend the PERA workshop in Rochester. This class will go over the recent changes, trends and future changes and would be good for her to have this training. Motion by Member Fisch, second by Member Vick to allow the employee to go to the training. All members present voted in favor and motion was declared carried.

Schoonover informed the council that our agreement with Smith, Schafer and Associates was up in 2014 and he would propose that we continue on with them as our auditing firm for the years 2015-2017 per the proposal from them. They have done a very good job and are very thorough and professional. Motion by Mayor Burns, second by Member Schroeder to enter into the agreement for auditing for the years 2015-2017 with Smith, Schafer and Associates. All members present voted in favor and the motion was declared carried.

A gambling permit was presented for the Caledonia Wrestling Club for March 14, 2015. Motion by Mayor Burns, second by Member Lemke to approve the permit. All members present voted in favor and the motion was declared carried.

Schoonover informed the council that a recent change in state law now requires cities to have a policy on security of not public data. He presented them the state requirements and a proposal of what he feels meets the requirements of the state. Motion by Member Fisch, second by Mayor Burns to approve the Data on Individuals Maintained by the City of Caledonia as it protects not public data from being released. All members present voted in favor the motion was declared carried.

Motion by Member Fisch, second by Member Schroeder to approve the claims as submitted. All members present voted in favor and the motion was declared carried.

Airgas USA, LLC	Oxygen/Acetylene	128.80
Alco Stores, Inc.	Office Supplies	1.99
American Lock & Key	New Locks/Keys/Labor	647.97
American Safety Utility Corp.	Equipment	250.55
Artic Glacier USA, Inc.	Ice	219.10
Baker & Taylor Books	Library – Books	269.55
Becker & Stemper Electric	Ballast/Baseament, Repairs	134.72
Blackburn MFG Company	Location Flags	90.75
Bonanza Grain, Inc.	Sidewalk & Landscaping Materials	118.10
Bound Tree Medical, LLC	Ambulance – Misc.	601.55
Caledonia Implement Co.	Van Repairs & Repair Parts	150.48
Caledonia Lumber Co.	Park Area's – Misc.	16.00
Caledonia Oil Co.	Car Maintenance	115.25
Carquest Auto Parts Store	Tools	95.36
City of Caledonia	Utilities	12,365.67
Communications Service WI	Radio Battery	301.50
Construction Express LLC	City Hall Roof Replacement	1,750.00
Dakota Supply Group	Inventory	9,704.75
Davy Engineering	Sewer Rehab III	2,777.19
Davy Laboratories	Lab	1,621.92
E O Johnson Company	Copier Agreement	403.43
ECM Publishers, Inc.	Advertisements	339.30
Employee Data Forms of MO	2015 Emp. Data Calendar	23.00
Everest Emergency Vehicles	Parts/Repairs	72.91
Farmers Coop Elevator Co.	Landscaping Materials	134.50
First Supply LLC	Repair Part & Water Truck Parts	257.24
Fitzpatrick Auto Transport	Towing	100.00
Gopher State One-Call	Location Notifications	100.05
Grainger	Fuels/Liquids	18.84
Hammell & Murphy, PLLP	Prosecution & General Matters	3,036.25
Hawkin's, Inc.	Chemicals, Misc.	880.69
Heiman Fire Equipment, Inc.	Water Nozzle Truck	1,495.95

Houston Co. Treasurer	County 5 Project & Signs	45,956.20
Innovative Office Solutions	Office Supplies	366.57
Karian Peterson Power Line	Contracted Services	1,880.00
Ken's Small Engine	Miscellaneous Items	41.21
Koch, Lisa	Ambulance Refund	918.45
Konkel Forest Products, Inc.	Wood Chips	80.00
Meyer's Lawn Service	Mow/Clean-Up	150.00
Midwest Tape	DVD's	25.16
Mississippi Welders Supply Co.	Oxygen	154.77
MN Dept. of Labor & Industry	Elevator Operator Permit	100.00
Public Safety Equipment, LLC	Certify Radar Units	93.00
Resco	Inventory & Misc.	2,672.67
Richard's Sanitation, LLC	Refuse Disposal & 2014 Project	328.35
Rochester Ford	Ambulance Repairs	1,682.13
Ronco Engineering Sales, Inc.	Repair Parts	240.80
Schilling Supply Company	Copy Paper, Towels	214.86
SEMA Equipment	Repair Parts	31.15
SEMNIT	Tech Services	2,708.99
Sherwin - Williams Co.	Yellow Curb Paint	57.18
Southern Wine & Spirits	Liquor Store Inventory	1,229.31
Star Energy Services	Projects	1,793.95
Storlie's Portable Pit Stops	Project Expense	96.19
Tri-County Electric Co-op	Electric Energy	160,448.02
United Auto Supply, Inc.	Miscellaneous	208.14
USA Blue Book	Blower Oil	92.56
Zarnoth Brush Works, Inc.	Broom Refill	657.00
Zep Sales & Service	Can Liners	201.60
		<u>\$ 260,651.62</u>

Motion by Member Fisch, second by Member Vick to approve the prepaid claims as presented. All members present voted in favor and the motion was declared carried.

AKE Companies, LLC	FD - Equipment	750.00
Blocker, Matt	2014 Uniform Allowance	125.00
Bonanza Grain, Inc.	Repair Materials & Landscaping Mtls.	492.10
Brad's Electric, Inc.	CT Cabinet	1,219.46
Caledonia Haulers, Inc.	Refund - Meter Removed	24.07
Dueco, Inc.	Truck 106 Repairs	1,162.75
Expert T Billing	Ambulance Billing	598.00
Hammell & Murphy, PLLP	Prosecution Fee's	-3,528.00
Richard's Sanitation, LLC	Refuse Disposal	300.40
SEMNIT	Tech Services	826.39
Star Energy Services	Engineering Fee's	1,250.00
Business Financial Planning	Cafeteria Plan	192.30
Commissioner of Revenue	State Withholding	1,604.78
ING Institutional Plan Services	TSA	700.00
Merchants Bank	Federal/FICA/Medicare	8,113.17
MN Benefit Association	MBA Payday 9-16-14	62.96
MN Child Support Payment Cnt.	2 Case's	963.63
NCPERS Minnesota	NCPERS Payday	80.00
Public Emp. Retirement Assn.	PERA Payday 9-16-14	6,653.09
Airgas USA, LLC	Miscellaneous, Oxygen/Acetylene	171.12
B & M Service Center	Fuel	80.00
Caledonia Lumber Co, Inc.	Auditorium - Misc.	4.53
Credit Bureau Data, Inc.	Utility Collection Fee's	61.54
Danielson, Orville	Park Area's - Repairs/Labor	105.00
JR Burroughs Blading, Inc.	Shape Waterway	1,750.00
Konkel Forest Products, Inc.	Wood Chips	80.00
League of MN Cities	2014-15 Membership Burns	30.00
Mayo Clinic Health System	Online Code Hager/Betz	70.00
Meyer Brothers, Inc.	Sidewalk/Curb/Ramp Repair	1,412.00
Meyer's Lawn Service	Street Clean-up	150.00
Millennium Credit Consultants	Ambulance Payments	32.50
MN Dept. of Labor & Industry	Boiler License & Pressure Vessel Fee	105.00
MN Municipal Beverage Assn.	Registration Fee - Patty Gavin	15.00
Northern Beverage Distribution	Liquor Store Inventory	1,650.65
Resco	Light - Inventory	451.02
Schott Distributing Co., Inc.	Liquor Store Inventory	476.10
SEMNIT	Firewall License Renewal	384.00
Southern Wine & Spirits of MN	Liquor Store Inventory	1,553.45
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	75.70
Stemper, James	2014 Uniform Allowance	149.66
Ability Building Center, Inc.	Rec Park - Groundkeeping	127.88
Buttall's Lighting	Bulbs	803.52
Creative Product Sourcing	Dare Program Supplies	181.76
Heiden, Jacklyn	2014 Uniform Allowance	173.85
Karien Peterson Power Line	2014 Project	21,043.50
MEI Engineering, Inc.	Spec Books	110.00
Northern Beverage Distribution	Liquor Store Inventory	1,158.40

Regular Meeting, Monday, October 13, 2014, continued...

Resco	Light – Inventory	841.59
Smith Schafer & Assoc.	Single Audit 2013	2,000.00
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	47.40
Vinocopia, Inc.	Liquor Store Inventory	486.00
Principal Life	Life/Ad&d/STD	467.21
SE Minnesota EMS	Registration Fee CEVO Class	100.00
Short Elliot Hendrickson, Inc.	Share Use Path – Caledonia	1,093.38
Trenchers Plus, Inc.	Locator Repair Part	379.41
USA Bluebook	Chemicals	60.25
Caledonia Volunteer Fire Dept.	Relief Association	600.00
Houston Co. Treasurer	Ho. Co. Collection Site	4,011.00
Jack Neumann Trucking	Freight Expense	80.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	3,013.01
Klug, Anthony	Consulting Services	800.00
Phillips Wine & Spirits Co.	Liquor Store Inventory	798.84
Rask, Nick	Animal Control	75.00
Schott Distributing	Liquor Store Inventory	10,228.15
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	65.21
Griffith Management	Defective Sidewalk Replacement	1,012.50
Houston Co. Treasurer	Recording Fee	46.00
Merchants Bank	Federal/FICA/Medicare	410.02
Public Emp. Retirement Assn.	PERA/DCP	145.00
Caledonia Conv & Tourism	Tourism	1,008.89
G & F Distributing	Liquor Store Inventory	227.00
Kraus Oil Company Inc.	Diesel	1,354.00
Northern Beverage Distribution	Liquor Store Inventory	2,963.15
Resco	Misc & Inventory	3,559.14
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	83.70
Vinocopia, Inc.	Liquor Store Inventory	760.00
Commissioner of Revenue	State Withholding	1,660.19
Merchants Bank	Federal/FICA/Medicare	8,320.25
Public Emp. Retirement Assn.	PERA	6,635.15
Bulman, Kevin	Reimbursement Certificate Fee	60.00
Business Financial Planning	Cafeteria Plan	192.30
Caledonia Volunteer Fire Dept.	FD Relief Assn. & State Aid	28,932.54
ING Institutional Plan Services	TSA	700.00
Jack Neumann Trucking	Freight Expense	88.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	2,651.50
KLM Engineering, Inc.	Water – Verizon Ant. Modification	3,550.00
MN Child Support Payment Ctr.	2 Case's	963.63
MN Dept. of Revenue	Sales / Use Tax	21,201.00
Resco	Inventory	585.37
Richard's Sanitation	Recycling	6,697.80
Schott Distributing Co, Inc.	Liquor Store Inventory	8,652.75
Southern Wine & Spirits of MN	Liquor Store Inventory	1,063.59
Tri-State Ambulance, Inc.	Intercept Fee's	500.00
VISA	DVD's & Trimmer String	458.06
Commissioner of Revenue	State Withholding	214.09
Merchants Bank	Federal/FICA/Medicare	1,435.60
Public Emp. Retirement Assn.	PERA	827.60
AcenTek Ascending Tech.	Communication Expense	1,102.08
Beaser & City, Faith	Meter Deposit Refund	250.25
Buttell's Lighting	Bulbs/Ballasts	89.78
Gavin & City, Bill	Meter Deposit Refund	250.25
Gerardy, Mike	2014 Uniform Allowance	125.00
Konkel & City, Kallie	Meter Deposit Refund	250.12
Lampert & City, Lloyd	Meter Deposit Refund	250.17
MN Hwy Safety & Research	Night Pit School	323.00
Schansberg & City, Chris	Meter Deposit Refund	250.25
Blue Cross Blue Shield of MN	Ambulance Refund	72.77
Fleet Paint & Body Repair, LLC	Truck 004 Repairs	5,935.00
Gavin, Patricia	Manager – travel expense	93.24
IUOE Local 49 Benefit Fund	Health Insurance	17,784.00
Northern Beverage Distribution	Liquor Store Inventory	1,346.40
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	173.85
Verizon Wireless	Communication Expense	196.29
Wine Company	Liquor Store Inventory	178.00
Pearson Education	Educational Materials	685.17
Caledonia Oil Company	Unleaded	1,729.08
Jack Neumann Trucking	Freight Expense	158.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	3,704.49
MN Energy Resources	Natural Gas	1,097.67
MN Post Board	Trent Prince License Application	90.00
Northern Beverage Distribution	Liquor Store Inventory	297.40
Phillips Wine & Spirits Co.	Liquor Store Inventory	1,999.79
Schott Distributing Co, Inc.	Liquor Store Inventory	1,674.30
Merchants Bank	ACH fee October 2014	31.98
Betz, Mary	Ambulance – Mileage Reimbursement	93.52

Regular Meeting, Monday, October 13, 2014, continued...

Collins Brothers, Inc.	Liquor Store Inventory	58.88
G & F Distributing	Liquor Store Inventory	335.75
Northern Beverage Distribution	Liquor Store Inventory	1,244.00
Schott Distributing Co, Inc.	Liquor Store Inventory	2,516.40
Vinocopia, Inc.	Liquor Store Inventory	<u>96.75</u>
		\$ 233,988.18

Fire Chief Gavin has submitted an application for a firefighter. Motion by Mayor Burns, second by Member Schroeder to hire Cody Zehnder as a Volunteer Firefighter for the City of Caledonia. All members present voted in favor and the motion was declared carried.

Schoonover presented the council with Resolution 2014-014 To allow coverage under PERA for part-time Police Officer Trent Prince. Motion by Member Vick, second by Mayor Burns to approve Resolution 2014-014. All members present voted in favor and the motion was declared carried.

Employee overtime time sheets were reviewed.

The next regular meeting will be on Monday October 27, 2014, at 6:00 p.m.

ADJOURNMENT: There being no further business before the Council, A motion to adjourn was made by Mayor Burns, second by Member Schroeder. All voted in favor and the motion was declared carried to adjourn at 8:20 p.m.

Robert H. Burns
Mayor

Ted A. Schoonover
Clerk-Administrator